



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

Canc: Apr 12

MCBBul 12430

B 015

29 Apr 11

MARINE CORPS BASE BULLETIN 12430

From: Commander

To: Distribution List

Subj: CIVILIAN PERFORMANCE APPRAISALS AND PERFORMANCE-
BASED AWARDS FOR GENERAL SCHEDULE (GS) AND FEDERAL WAGE
SYSTEM (FWS) BARGAINING UNIT EMPLOYEES

Ref: (a) MCO 12430.2
(b) MCBPM 12430.1
(c) CDCO 12272.1

Encl: (1) Timeline of Required Actions
(2) Appraisal Checklist

1. Purpose. To provide guidance and instructions for submission of civilian performance appraisals and performance-based awards for the 2010-2011 annual appraisal period and the establishment of the 2011-2012 appraisal period evaluation standards, performance plans, on a new appraisal form for all bargaining unit employees.

2. Cancellation. MCBBul 12430 dated 5 Apr 10.

3. Applicability. In accordance with the references, this Bulletin applies to bargaining unit civilian employees working for Marine Corps Base Quantico (MCBQ), Marine Corps Combat Development Command (MCCDC) aboard MCBQ, Marine Corps Embassy Security Group and Marine Corps Operational Test and Evaluation Activity. The bargaining unit consists of civilian employees occupying GS and FWS (i.e., WG, WS, etc.) positions. The contents of this Bulletin have been previously subjected to bargaining obligations.

4. Background. In accordance with reference (a), annual performance appraisals are required to establish a rating of record for each employee. Reference (b) provides procedural guidance for completing annual performance appraisals and performance based awards. Reference (c) delegates authority to the MCBQ Commander to establish policy concerning civilian employees within MCCDC.

5. Information. Enclosure (1), timeline of required actions, is provided for information.

29 Apr 11

a. 2010-2011 Annual Performance Appraisal Cycle Closeout.

The appraisal period for all bargaining unit civilian employees is 1 July 2010 to 30 June 2011. In no case may an appraisal period end sooner than 90 calendar days from the date the employee signed his/her performance plan. If performance elements and standards were added or modified after the date the employee signed the performance plan, the employee may not be rated against the new or modified standards unless the employee has had the opportunity to perform for at least 90 calendar days under the new or modified standards.

b. Annual Performance Appraisals Completion. The appraisal form, NAVMC 11408, United States Marine Corps, Performance Appraisal Review System, must be completed in accordance with the references. Once signed and dated by the employee and the rating official, the supervisor or their organizations HR liaison will upload a scanned copy of the completed appraisal to the HROM Civilian Appraisal Repository on the M&RA website no later than 27 July 2011. The rating official will retain a copy of the appraisal and must provide the original appraisal to the rated employee. Divisions, commands or directorates will submit a completed Bargaining GS Employee Appraisal Performance Award Data spreadsheet, approved award justifications, and a Memorandum with an affirmative statement documenting that all employees have received a copy of their completed appraisal and it was uploaded to the M&RA repository site to the G-1. The Bargaining Employee Appraisal Performance Award Data spreadsheet and a sample Memorandum is located on the G-1, Civilian Manpower Branch website under Performance & Compensation Management.

c. Performance-Based Awards

(1) General Guidance. Rating officials may further acknowledge an employee's performance accomplishments in the form of a Cash, Quality Step Increase (QSI), or Time-off Award. Employees may not receive both a cash performance award and a QSI for the same appraisal period. Time-off awards may be given alone or in addition to a cash award or QSI. The G-1, Civilian Manpower Branch will not process performance-based awards until the Bargaining GS Employee Appraisal Performance Award Data spreadsheet, approved award justifications and above mentioned Memorandum has been received. Reference (b) sets forth the performance-based award types, criteria, and submission format. Employees without completed appraisals are not eligible to receive performance-based awards. All award Requests for Personnel Actions (RPA) will be submitted to the MCCDC G-1 group inbox "EA_K4_A_00264G1Group" via the Defense Civilian Personnel Data System (DCPDS), by 28 August 2011, for processing to Human Resources Service Center-East (HRSC-E).

29 Apr 11

Organizations with less than 10 civilians will have their RPAs prepared by the G-1. All other organizations must prepare RPAs for their employees. By attaching a mass award spreadsheet, only one RPA is necessary per organization for all employees receiving cash awards and one RPA is necessary for all employees receiving a time-off award. A copy of the mass award spreadsheet can be found on the G-1, Civilian Manpower Branch website under the Performance & Compensation Management page.

(2) Award Criteria/Timeline for Submission

(a) Cash Awards. Cash award dollar amounts will be derived from a fair share percentage of the employee's basic pay. The MCCDC Comptroller's office designates the percentage to be utilized to ensure equity throughout. The G-1 shall consolidate a listing of all approved cash award recommendations and provide it to the MCCDC Comptroller's office for use in determining the appropriate percentage no later than 5 August 2011. The MCCDC Comptroller's office shall determine the fair share percentage to be utilized and provide it to the MCCDC G-1 no later than 19 August 2011. Once each individual award dollar amount is determined, the G-1 will inform organizational leaders so that RPAs to initiate payment can be prepared and submitted. Completed and approved cash award justifications and a mass award spreadsheet will be attached to the RPA for each group of employees and submitted to the G-1's group inbox "EA_K4_A_00264G1Group".

(b) Quality Step Increases. Approved QSIs will be made effective no earlier than 28 August 2011. An employee is eligible for only one QSI within any 52 week period. Rating Officials shall ensure an individual RPA is submitted to the G-1's group inbox "EA_K4_A_00264G1Group" for each approved QSI. A signed copy of the award justification and approval must be attached to the RPA. RPAs submitted after 28 August 2011 will cause a delay in the processing timeline that can delay the effective date of the QSI. The effective date of a QSI will not be made retroactive.

(c) Time-Off Awards. All employees (including part-time and those with uncommon tours of duty) are eligible to receive time-off awards. Up to 40 hours time off can be granted on the basis of employee accomplishments noted during the annual performance closeout. Time-off awards must be supported by a written and approved justification. This along with a mass award spreadsheet will be attached to the RPA for each group of employees and submitted to the G-1's group inbox "EA_K4_A_00264G1Group". There is no set effective date for time-off awards.

29 Apr 11

d. New Performance Plans for the 2011-2012 Appraisal Period. Written performance plans for the new rating period should be established within 30 days of the beginning of the appraisal period. The appraisal period for 2011-2012 performance cycle begins 1 July 2011. Plans must be created using NAVMC 11408, which is available via the following web address: [http://192.156.19.109/ar/MCEFS.nsf/661954c80912e4c785256eb600561773/4751bdc86ff89146852566d4003fc165/\\$FILE/NAVMC%2011408.pdf](http://192.156.19.109/ar/MCEFS.nsf/661954c80912e4c785256eb600561773/4751bdc86ff89146852566d4003fc165/$FILE/NAVMC%2011408.pdf). A new NAVMC 11408 must be executed, even if the performance elements and standards remain the same. The employee's position description must be certified as to its currency and accuracy. If the answer to the question on the appraisal form is "No," the supervisor is required to rewrite the position description within 60 days. Divisions, commands or directorates must submit a completed Memorandum with an affirmative statement documenting that a new performance plan has been established and approved for all employees by 15 August 2011. A sample Memorandum is located on the G-1, Civilian Manpower Branch website under Performance & Compensation Management.

e. Mid Year Progress Reviews. A progress review of each employee's performance should be conducted midway through the performance cycle. The assignment of summary levels is not required during the progress review. The supervisor and employee must sign and date the performance plan indicating the progress review has been completed. Progress reviews for plans established at the beginning of the annual rating period should be completed by 30 January 2012. Divisions, commands or directorates must submit a completed Memorandum with an affirmative statement documenting that mid-year reviews have been completed for all their employees. A sample Memorandum is located on the G-1, Civilian Manpower Branch website under Performance & Compensation Management.

f. Uploading Appraisals. HROM and M&RA have developed an application for Rating Officials to upload appraisals to an electronic repository. The HROM Civilian Appraisal Repository site is a secure location that can be accessed through the M&RA portal. To request access to the M&RA portal use the following link <https://www.manpower.usmc.mil/registration>. The repository site URL is https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME. Instructions to obtain access to the site and how to use the site can be found on the G-1, Civilian Manpower Branch website under Performance & Compensation Management.

6. Responsibilities

a. MCCDC G-1. The G-1, Civilian Manpower Branch has overall program responsibility for the administration of performance-based awards and shall:

29 Apr 11

(1) Establish a consolidated listing of all approved cash award recommendations and provide it to the MCCDC Comptroller's office for use in determining the appropriate percentage no later than 5 August 2011.

(2) Electronically approve and forward RPAs for cash and time-off awards and QSIs received in accordance with this bulletin via DCPDS for all approved actions by 31 August 2011.

b. MCCDC Comptroller. The Comptroller shall determine the percentages and dollar amounts of the approved cash awards upon receipt of a consolidated spreadsheet and provide percentage and dollar amounts to the G-1, Civilian Manpower Branch no later than 19 August 2011.

c. Rating Officials

(1) Per the references, complete 2011 appraisals. Use enclosure (2) to verify the appraisal is completed accurately.

(2) Per reference (b), recognize noteworthy performance appropriately, and ensure actions, RPAs, have been prepared and processed to reward employees by 28 August 2011.

(3) Ensure appraisals have been uploaded to the HROM Appraisal Repository and employees have received a copy of their completed appraisals.

(4) Complete performance plans for the 2011-2012 evaluation period.

(5) Complete mid-year reviews for the 2011-2012 evaluation period.

d. Division/Directorate Directors and Commanding Officers

(1) Ensure subordinate supervisors complete their requirements.

(2) Ensure employee recognition is commensurate to performance and resources are managed prudently. Ensure awards are justified and approved using the format provided in reference (b), and provided to G-1.

(3) Ensure the completed Bargaining GS Employee Appraisal Performance Award Data spreadsheet is submitted to the G-1, Civilian Manpower Branch by 27 July 2011.

29 Apr 11

(4) Provide documentation affirming that appraisals for all employees are completed and uploaded to the HROM Appraisal Repository site, new performance plans for all employees are established and approved, mid-year reviews are completed for all employees.

(5) Ensure RPAs have been prepared to process awards and QSIs.

7. Action

a. Rating Officials and Chiefs of Staff. Ensure widest dissemination and compliance with this Bulletin.

b. Commanding General, Training and Education Command (TECOM). Establish internal processes and timelines for employees assigned under UIC 67856 so as to comply with this Bulletin, providing the MCCDC G-1 with a consolidated report of all approved performance-based awards.

/s/

D. J. CHOIKE

DISTRIBUTION: A, B and C

Timeline of Required Actions

Due Date	Action
27 Jul	Complete 2010-2011 appraisals and upload to repository.
27 Jul	Divisions, commands or directorates complete the Bargaining GS Employee Appraisal Performance Award Data spreadsheet and provide to G-1.
27 Jul	Divisions, commands or directorates provide completed and approved award justifications to G-1.
27 Jul	Divisions, commands or directorates submit to G-1 a Memorandum stating all appraisals have been completed and uploaded to the repository.
<i>*31 Jul</i>	<i>Complete performance plans (standards) for the 2011-2012 appraisal period.</i>
5 Aug	G-1 provide Comptroller Division a consolidated list of employees to receive cash awards.
<i>*15 Aug</i>	<i>Divisions, commands or directorates submit to G-1 a Memorandum stating performance plans (standards) for the 2011-2012 appraisal period have been established and approved.</i>
19 Aug	Comptroller Division provide awards amounts to G-1.
28 Aug	Complete RPAs to reward employees and submit to G-1.
31 Aug	G-1 forward all approved award RPAs to HRSC.
<i>*30 Jan</i>	<i>Complete mid-year performance reviews for the 2011-2012 appraisal period.</i>

*Items in italics pertain to 2011-2012 appraisal period

Appraisal Checklist

Front Page:

- ☐ Is the full social security number provided on the appraisal?
- ☐ Is the Rating Period Date provided? (For most employees, this date should be 1 July 2010 - 30 June 2011. For all other appraisals, this date must be no later than 1 April 2011).
- ☐ Are the supervisor and employee standards, progress and final rating review blocks signed? Are they dated?
- ☐ Is the rating of record block checked? Is the acceptable or unacceptable block checked?
- ☐ Is the block for the employee's position description being current and accurate checked?
- ☐ Under critical elements, are the ratings checked for each element?

Back Page:

- ☐ Is the Civilian Leadership Development (CLD) block checked yes, no, or not?
- ☐ Is the Individual Development Plan (ILDP) block checked yes, no, or not?